



## Nativity School PreSchool-Grade 8

### ***Nativity Consultative Board of Education - Meeting Minutes***

September 10, 2018 (5:30 pm – 7:00 pm)

**In attendance:** Lorna Harding (Chair), Maryanne Hogan (Secretary), Jeff Cleland, Polly Panos, Peter Ventura, Sharon Winnike. Ex-officio Members: Msgr. Steven Otellini, Jessica Patti, PTG Rep. (Liz Stapleton Zerella), and Men's Club Rep (Sal Ruiz).

Gina Connell (Nativity Parish Finance)

**Absent:** James Lew (Vice Chair)

#### **I. Welcome, Attendance and Absence Notifications**

Opening prayer led by Monsignor Otellini - In the future we will rotate leading prayer. Polly Panos volunteered to write and lead the prayer for the November 12<sup>th</sup> board meeting

Meeting commenced with introductions of new board members Sharon Winnike and Maryanne Hogan.

#### **II. Approval of minutes from last meeting, August 27, 2018**

**Approval of minutes: Jeff Cleland motioned, Polly Panos 2<sup>nd</sup> approved.**

#### **III. Standing item 1- Insight and Observation - Monsignor Otellini**

Inaugural Nativity School Mass went well. Monsignor Otellini has started his visits to 2<sup>nd</sup> and 8<sup>th</sup> grades, those grades preparing to receive the Sacraments of Communion and Confirmation. Father Driscoll and Deacon Dominick visit the remaining grades. A half day retreat for staff took place in August and was enjoyed by the staff.

#### **IV. Standing item 2- Financial Report and Questions – Mrs. Gina Connell.**

Nativity school has 21 students less than the number on which the 2018/2019 budget was based, causing a shortfall in tuition income. All employees have just finished signing up for health insurance, so the final budget might be slightly different from the approval amount. Strong financial planning in the past in building the endowment fund is helping mitigate the shortfall. Income from the endowment will be used and Nativity School has 2-3 years of operating expenses available in cash now. Budget was presented for approval by the board.

**Proposed: Jeff Cleland      Seconded: Peter Ventura      Outcome: Budget approved unanimously.**

#### **V. Standing Item 3- Principal's report – Ms Jessica Patti**

1. Beehively: Ms Patti confirmed that Nativity will continue with this contract for technology and web services. Web page will be completely updated.
2. Ms Patti outlined to the board that increased coverage for lunch duty and staffing shortages is required to comply with the ratios specified by the Archdiocese. The board was provided with two options to fill current roles and achieve the coverage ratios required. The board was requested to approve the preferred option of incremental spend to cover gaps.

**Proposed: Jeff Cleland      Seconded: Sharon Winnike      Outcome: Incremental spend approved unanimously.**

3. March 2 is the date for the Auction- two new chairs appointed.
4. Ms Patti indicated that Nativity school is now part of a pilot for the Aleks Math program for 5-8th grades. It provides a personalized learning path for students, which they will use once a week in class. It is free this year since it is a pilot program. Members expressed positive sentiment towards this program and the opportunities it presented for student and curriculum enrichment.

#### **VI. Proposals for consideration**

##### **1. Board engagement and self-reflection proposal and decision – Sal Ruiz**

A proposal prepared by Lorna Harding and Sal Ruiz, was presented by Sal Ruiz. It which makes provision for board reflection and self-evaluation, in order to ensure that the board is operating effectively in the context of its scope of responsibilities. Board requested that the questions are discussed at the January board meeting, as well as having an end of year evaluation. Proposal was adopted.

**Proposed: Lorna Harding    Seconded: Sharon Winnike    Outcome: approved unanimously.**

<b>Action for Board engagement and self-reflection proposal</b>	<b>Responsibility</b>	<b>Date due</b>
Prepare an interim assessment question set	Sal Ruiz/Lorna Harding	January 14th

**2. Board Committees to develop plans in the areas of Technology, Finance and Funding, and Nativity Marketing/ Promotion) – Jeff Cleland**

Three proposals, prepared by Lorna Harding and James Lew, and presented by Jeff Cleland request approval for the establishment of a Technology, Finance and Funding, and Nativity Marketing/ Promotion committee. These areas were selected as a result of the Nativity Leadership meeting from February 2018. The purpose of each committee was outlined, together with its initial terms, and board volunteers were identified to lead each committee, as follows Technology (Peter Ventura), Finance and Funding (Jeff Cleland/James Lew), and Nativity Marketing/ Promotion (Sharon Winnike). Each committee should update the board on their activities at the November 12 board meeting and present plans at dates agreed. Approval was requested for each committee.

**Nativity Technology Committee:**

**Proposed: Sharon Winnike    Seconded: Peter Ventura    Outcome: approved unanimously.**

**Nativity Finance and Funding Committee:**

**Proposed: Sharon Winnike    Seconded: Jeff Cleland    Outcome: approved unanimously.**

**Nativity School Marketing and Promotion Committee:**

**Proposed: Maryanne Hogan    Seconded: Jeff Cleland    Outcome: approved unanimously.**

<b>Action for Committee Set-up</b>	<b>Responsibility</b>	<b>Date due</b>
Prepare list of possible committee members	Jeff Cleland, Sharon Winnike, Peter Ventura, Lorna Harding	Sept 17th
Start committee work	Jeff Cleland, Sharon Winnike, Peter Ventura	Sept 17 <sup>th</sup> onwards

**3. Proposal for requesting a Moms Club update for each board meeting - Lorna Harding**

A Mom’s Club has been in operation at Nativity since October 2017, and it was proposed to invite the club to provide a written update of their activities to the board. It was further proposed to invite a representative to attend and present a report to the board. Approval was

granted to request a Mom’s club update at each board meeting. Consideration of the second part of the proposal will be revisited.

<b>Action for Moms Club update</b>	<b>Responsibility</b>	<b>Date due</b>
Invite chairperson of Moms Club to provide a written update for November meeting	Lorna Harding	Nov 7th

**VII. Funding initiative update: October School Appeal – Monsignor Otellini**

The October school appeal is scheduled for Oct 7<sup>th</sup>. The format will involve a presentation at Mass and a mail campaign to all parishioners and alumni. An email campaign was suggested and setting up a table outside the church on the day of the appeal.

<b>Action for October Appeal</b>	<b>Responsibility</b>	<b>Date due</b>
Review and revise Appeal letter	Sharon Winnike	Sept 19th
Recruit and co-ordinate Mass speakers and school presence at table	Lorna Harding	Oct 7th

**VIII. Standing Item 4 – PTG Update and any issues arising – Liz Stapleton Zerella**

Liz reported that the New Family meeting was well attended- close to 100 guests. The PTG organized the Parent Coffee on the first return to school day. PTG met with room parents, and reviewed policies and dates for activities. Class budgets are needed ASAP. PTG are now working on the calendar of activities for the year.

**IX. Standing Item 5 – Men’s Club Update and any issues arising – Sal Ruiz**

Sal reported that the first meeting of the Men’s club took place on Thursday Sept 13. A new vice president- John Redmond was elected. The first movie night will take place on Sept 21- showing The Incredibles. The Fr Davenport Golf Tournament will take place on Oct 13<sup>th</sup> in Moffett Field, followed by lunch on campus. As well as organizing its annual suite of activities, the Men’s club is focused on recruiting new members in younger grades, in addition to its current membership.

**X. Conclusion**

The meeting adjourned at 6:55 pm and the next meeting is scheduled for November 12, 2018.